

Frederick County Ethics Commission
Minutes for the Public Meeting of Wednesday, November 8, 2017

Present: Stephen K. Hess, Chair
Christopher D. Glass, Sr., Commission Member
Deborah L. Lundahl, Commission Member
Alan Shapiro, Commission Member
Deidre R. Davidson, Alternate Commission Member
Linda B. Thall, Senior Assistant County Attorney

Absent: Timothy J. Tosten, Vice Chair
M. Shane Canfield, Commission Member
Ernest A. Heller, Commission Member

The meeting of the Frederick County Ethics Commission began at 7:00 p.m. on November 8, 2017, in the Winchester Room on the 2nd floor of Winchester Hall, 12 East Church Street, Frederick, Maryland 21701.

At the conclusion of its administrative function meeting, the Ethics Commission resumed its public meeting.

Approval of minutes – The draft minutes from the October 11, 2017 meeting were emailed to the members before the meeting.

MOTION: Ms. Lundahl made a motion to approve the minutes as drafted. The motion was seconded by Ms. Davidson and the motion was approved unanimously.

Discussion of changes to the financial disclosure forms – The members agreed to have their recommended changes ready for discussion at the December meeting. Revisions to the short and long financial disclosure forms should be emailed to the County Attorney's Office by December 7 to allow time for the members to review the proposals before the meeting and to have copies made for the members for the meeting.

Discussion of a brochure on the Ethics Law – Ms. Davidson distributed copies of the revised brochure and explained the changes made to the brochure, which is intended primarily for County employees and elected officials. Mr. Shapiro recommended that the brochure emphasize that it is only a summary of the Ethics Law and provide the website location where the full Ethics Law and additional information can be obtained. Additional edits were also discussed.

MOTION: Mr. Shapiro made a motion to have comments and any revisions to Ms. Davidson by December 7. The motion was seconded by Ms. Davidson and the motion was approved unanimously.

Discussion of training program – Before the meeting, Mr. Glass provided information to the Chair and Vice-Chair about an online ethics training program that he believed could be used as a model to develop an online training program for the County. Mr. Hess asked Mr. Glass to send information to all of the members before the next meeting. Mr. Hess stated that there need to be different training options, including face-to-face training, use written training materials and online training. The Commission’s goal is to develop a recommended plan of action to the County Executive. Mr. Glass felt that annual training should be required.

Adjournment

MOTION: Ms. Davidson made a motion to adjourn the meeting. Mr. Glass seconded the motion, which was unanimously approved.

The Ethics Commission adjourned its meeting at 7:45 p.m.

/s/
Linda B. Thall, Senior Assistant County Attorney